



# **Waganakising Odawak**

Little Traverse Bay Bands of Odawa Indians

## **Office of Tribal Chairman**

7500 Odawa Circle, Harbor Springs, Michigan 49740

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### **INTERIM BURIAL REQUEST PROGRAM REGULATIONS**

- A. The Human Services department shall receive and process requests for burial funds assistance.**
- B. The deceased person's citizenship status, or eligibility for citizenship if child is less than one (1) year of age, shall be verified through the Enrollment Office before processing burial funds request**
- C. Original death certificates shall be sent to the Enrollment Office. Any original death certificates received at Human Services shall be hand delivered to the Enrollment Office. Only a copy shall be kept in the individual burial funds request file.**
- D. If a request is denied, Human Services shall immediately notify requestor of the reason for denial.**
- E. Burial assistance funds are limited to \$8,000 per deceased Citizen.**
- F. Human Services staff shall notify requestor, and funeral director if appropriate, of (6) month statutory time limit for submission of invoices and/or receipts.**
- G. Human Services staff shall verify that any items submitted are allowable expenses under the Burial Program Statute WOS 2006-017 before processing burial funds request.**
- H. Allowable expenses include:**
  - a. Funeral Services/Funeral Director Fees
  - b. Casket or other container
  - c. Cremation or embalming expense
  - d. Cemetery and/or ground opening expense
  - e. Floral arrangements
  - f. Cosmetics for burial expense
  - g. Clergy or officiate
  - h. Drum/Pipe Carrier/Music/Spirit Medicines
  - i. Transportation to/from funeral home/cemetery
  - j. Catering
  - k. Grave markers
  - l. Taxes on any of the above

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- m. Guest books
- n. Photos/Photo albums
- o. Printing
- p. Food or supplies for feasts or ceremonies
- q. Transportation to/from funeral home/cemetery
- r. Or other similar expenses

- I. Burial assistance office procedures shall be adopted by the Human Services department including any form(s) or applications.**
- J. A brief explanation of the burial funds assistance program shall be published in the Odawa Trails at least once a year and on the LTBB website.**
- K. Electronic and paper versions of the full burial assistance program regulations and procedures shall be made available to any Tribal Citizen requesting burial assistance.**

### **CERTIFICATION**

As Chairperson, I certify that I approve of these interim Burial Program Regulations. These regulations will be posted for public comment and may be amended pursuant to public or staff comments before submission of final regulations to the Tribal Council.

Date: \_\_\_\_\_

\_\_\_\_\_  
Frank Ettawageshik, Tribal Chairperson

**ORIGINAL RECEIPTS/INVOICES FOR ALL FUNERAL EXPENSES REQUIRED**

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